



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

JOB OPPORTUNITY

Date Posted:

December 8, 2011

Position Action #:

1112-134G6 & 1112-135G6

Position:

Office Technician (Typing)

Tenure, Time Base:

Permanent, Full Time

Salary Range:

\$2686 - \$3264

Contact:

Patty Rico (909) 987-2212

Location:

Inland Office of Appeals
9655 Arrow Route, Building # 19
Rancho Cucamonga, CA 91729-3100

Final Filing Date:

December 15, 2011

A Freeze Exemption has been approved for this position.

POSITION DESCRIPTION:

Under general supervision of the Legal Support Supervisor I, the Office Technician (Typing) performs complex clerical work, **which may include Calendar/Registration, Receptionist and Mail Room duties to be performed on a rotating basis.** The duties involve general typing and other clerical work as required. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities, including thorough knowledge of the appeals process and Employment Development Department (EDD) procedure.

WHO SHOULD APPLY:

- Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a current employment list, or former state employees with reinstatement eligibility. SROA/SURPLUS candidates will be given priority.
- SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std. 678 State Application to:

CUIAB, Administrative Services/Personnel Section

ATTN: Srey Touch, Personnel Technician

2400 Venture Oaks Way, Suite 400

Sacramento, CA 95833

PLEASE NOTE:

- **Please write Position Action # "1112-134G6 & 1112-135G6" on your application and indicate the basis of your eligibility in the job title section. Candidates whose eligibility is based on an employment list should submit a copy of their examination results. Applications without this information may be rejected.**
- **A typing certificate with a minimum speed of 40 WPM is required prior to appointment.**